New Nouveau
Brunswick

New Brunswick Policing Standards

Normes de police du Nouveau-Brunswick

Department of
Public Safety

Ministère de la
Sécurité publique

2nd Edition 2004

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DEPARTMENT OF PUBLIC SAFETY

MINISTERIAL DIRECTIVE

NEW BRUNSWICK POLICING STANDARDS

SECTION 1.1 OF the *Police Act*

Whereas the *Police Act* empowers the Minister to promote the preservation of peace, the prevention of crime, the efficiency of police services and the development of effective policing; and

Whereas the *Police Act* enables the Minister to issue directives to any police force within the Province for the attainment of the above mentioned purposes; and

Whereas the document entitled "New Brunswick Policing Standards, 2nd edition" has been prepared as a collaborative effort of many individuals and organizations including the municipal associations, the policing community and other stakeholders in consultation with the Department of Public Safety;

And Whereas the New Brunswick Policing Standards apply to all police forces in New Brunswick;

Therefore, I hereby direct that the New Brunswick Policing Standards, 2nd edition replace and supersede the New Brunswick Policing Standards originally released in May 1997.

May 2004

O. Wayne Steeves
Minister

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Introduction

Overview

The development and implementation of the New Brunswick Policing Standards was the result of a long term initiative for the reorganization of the delivery of police services in the Province undertaken by the Department of the Solicitor General in the early 1990's. The New Brunswick *Police Act* then gave the Solicitor General the responsibility to promote the efficiency of police services and the development of effective policing. The responsibility for this ongoing initiative now rests with the Minister of Public Safety.

The Policing Standards were developed following the release of the 1992 report, *Policing Arrangements in New Brunswick; 2000 and Beyond* (the Grant Report), and were issued as Ministerial Directives in 1997. Such directives are authorized by the *Police Act* and provide for local implementation flexibility. Police Forces are able to comply with the standards in a manner that most effectively meets the needs of their community.

The overall objective of the Policing Standards is to ensure uniform, high quality and cost-effective policing throughout the province.

On May 01, 1997, the Minister, in keeping with the New Brunswick *Police Act* released the Policing Standards as Ministerial Directives. (s1.1). All police forces were provided with a 5 year implementation window to meet the standards either from within or by means of purchase of services from the RCMP or another municipal or regional police force.

During this implementation period, stakeholders were consulted extensively and the Policing Standards were tested. Each regional and municipal police force was evaluated against the standards to identify areas where enhancements would be necessary. Action plans were to be developed to address any gaps in the service delivery model. The RCMP provincial police service also conducted an internal Standards Evaluation of their operations.

The consultation process resulted in recommendations for amendments to approximately 30% of the original document. The document has now been approved by the Minister and is being re-released as the Second Edition[1], which will contain the revised standards. The NB Policing Standards are again being released as Ministerial Directives.

[1] Table of Amendments: Appendix 1

Although the final stage of the implementation process was to identify which standards should remain as Ministerial Directives and which ones should become regulations or be included in amendments to the *Police Act*, this review could not be undertaken until the completion of the amendment process. This phase will now proceed with the assistance of a Policing Standards Working Group.

This Working Group will make recommendations to the Policing Standards Advisory Committee which is being established to monitor the continuation of implementation, and to address any gaps in the Policing Standards.

The Advisory Committee will include representation from the N.B. Association of Chiefs of Police, RCMP, N.B. Police Association, N.B. Police Commission, Municipal Associations and the Department of Public Safety.

The former Implementation Advisory Committee recognized in 1997 that the Policing Standards would take time to implement across the province and that certain standards would have to be amended or reconsidered. As a result of conducting Policing Standards Evaluations, it has been determined that all police forces have made significant efforts to ensure implementation of the standards. Police Force audits conducted on a cyclical basis by the Policing Services unit pursuant to the *Police Act*, also serve to support the police force's efforts to become compliant with the standards.

Notwithstanding that the majority of the mandated requirements were fulfilled in the initial five-year implementation phase, a two-year extension of the mandate was granted for the purpose of completing a final determination of the standards that might need to become regulations or part of, the *Police Act*. The two-year extension also allowed an opportunity for those forces that had not become fully compliant the flexibility necessary to meet all of the standards.

Developmental Process

The Policing Standards were developed through a consultative process including discussions with all relevant stakeholders, and review of other jurisdictions' Policing Standards between 1993 and 1997. The Policing Standards initiative was driven from recommendations contained within the Grant Report entitled "Policing Arrangements in New Brunswick: 2000 and Beyond". As part of the developmental phase of the New Brunswick Policing Standards, the Policing Standards Advisory Committee was struck to enable consultation with the stakeholders in furtherance of the development of the New Brunswick Policing Standards.

During the implementation phase, the Policing Standards Advisory Committee was changed to the Policing Standards Implementation Committee. This Implementation Committee has worked diligently to produce this amended version of the New Brunswick Policing Standards. During the implementation phase, the committee sought further input from its stakeholders to amend the Policing Standards, which have been endorsed by the Minister of Public Safety.

Philosophy

The Policing Standards are the underlying foundation to effective and efficient professional policing service delivery. Policing in this century is about responding to citizen demands and contributing towards safer communities. Organizations, be they public or private and most certainly the policing community is in evolutionary and dynamic times with ever changing demands being placed on them. These demands include but are not restricted to the following:

- Immigration patterns and changing national demographics;
- Demographics of Human Resources in Police Forces;
- Changes within the legal environment;
- Increasing economic and fiscal constraints; restraints and prudence;
- Police recruitment;
- Meeting needs of Clients of Equity groups (Aboriginal; Disabled, Visible Minorities and Women);
- Complexity and intelligence of crimes;
- Technological changes and advances; and
- Approval, support and willing co-operation of its stakeholders and communities.

These demands, along with other factors of influence require creative and innovative partnerships between the police and the communities that they serve.

The delivery of policing services in New Brunswick is a collaborative partnership between police forces and the federal, provincial and municipal governments and the communities within the province.

Through these partnerships, the administration of justice is carried out through the delivery of policing services in New Brunswick that is:

- fair, equal, impartial and accessible to all persons;
- a process built on partnerships encompassing a vast array of strategies, programs, and tactics;
- supportive of a team management approach, avoiding a hierarchical management style when operationally feasible;
- consistent with provisions of federal and provincial statutes;
- sensitive and responsive to the public safety needs of the criminal justice system and communities;
- a proactive qualitative service.

Principles

Police services shall be provided throughout New Brunswick in accordance with the following principles.

Police Forces are to:

1. Provide an effective and efficient police service to the people of New Brunswick.

2. Establish, in partnership with the community, a community based policing approach.

3. Be sensitive to the needs of victims of crime and all other users of policing Forces.

4. Be sensitive to and representative of the linguistic and pluralistic character of the community they serve.

5. Conduct their activities in a manner that maintains the public trust and respect by adhering to strict standards of professional ethics.

Mission Statement

Developing the following mission statement was one of the first steps in drafting the Policing Standards. It distils the approach, provides a yardstick to evaluate organizational activities and serves as a guideline for day-to-day activities.

"Police Forces, in the Province of New Brunswick, as part of the Criminal Justice system and in accordance with the *Canadian Charter of Rights and Freedoms* are responsible for maintaining peace and good order, protecting lives and property, preventing and investigating crime, and responding to community policing needs."

Objectives

The objectives of the New Brunswick Policing Standards are to:

- ensure uniform and high-quality policing throughout the Province of New Brunswick;
- promote prescribed professional requirements for the delivery of police services by Police Forces in New Brunswick;
- support the application and implementation of professional police practices; and
- address a range of issues to assist police in protecting public safety and preventing crime.

Police Officer Responsibilities

Police officers are the "front line" of the criminal justice system. They are responsible for enforcing federal, provincial and municipal laws; protecting life and property; preventing and detecting crime; and keeping the peace. Law enforcement is a major component of a police officer's broad range of duties and roles. Police officers investigate occurrences, arrest offenders and bring evidence of criminal conduct before the court. Additionally, the police provide a variety of community services, including but not limited to crime prevention, education programs, assistance in locating missing persons, dealing with lost property, traffic control, victim assistance and collision investigation.

Although legislation and the common law define the authority of the police, the ability of the police to perform their duties also depends on the public's approval, support and willing co-operation.

To be effective, the delivery of policing services must be based on the principles of partnership, ownership, problem-solving and quality service.

The police must strive to maintain a relationship with the public that lives up to the historic tradition: "The police are the public, and the public is the police." Police officers are members of the public who are specially authorized to perform policing duties on behalf of the public. Developing, nurturing and sustaining a partnership between the community and the police is essential to success in addressing crime, disorder and other community problems.

The police must seek and preserve public trust, confidence and support by exercising impartial service to the law, and providing service to all people without regard to race, national or ethnic origin, colour, religion, gender, age, sexual orientation, belief or social standing.

Legislation

The Canadian Charter of Rights and Freedoms

In keeping with provisions of *The Canadian Charter of Rights and Freedoms*, police forces as an integral part of the Canadian Justice system have special and designated authority and responsibility for maintaining peace and good order, protecting lives and property, preventing and investigating crime, and responding to community policing needs. Furthermore, police forces must be strategically linked and consistent with any contractual agreements governing police forces and all federal and provincial statutes.

New Brunswick *Police Act*

In keeping with Part I -Section 1.1 of the New Brunswick *Police Act*, the Minister of Public Safety "shall promote the preservation of peace, the prevention of crime, the efficiency of police services and the development of effective policing". In addition, the New Brunswick *Police Act* empowers the Minister to issue directives to any police force within the Province for the attainment of the above mentioned purposes.

Further, the New Brunswick *Police Act* (Part I-Section 3(1) states that: " every municipality shall be responsible for providing and maintaining adequate police services within such municipality". With written consent from the Minister of Public Safety, municipalities may explore varying options in acquiring policing services for their communities.

It is within the jurisdiction of the New Brunswick Police Commission as per the *Police Act*, Part 2, Section 20, to assess the adequacy of police forces in the province to determine whether each municipality and the Province is discharging its responsibility for the maintenance of an adequate level of policing. The *Police Act* further mandates the Commission to file an annual report and to provide an assessment of adequacy for each police force and the RCMP.

The essential approach utilized to determine "adequacy" is based on a dictionary definition, "sufficient for a specific assignment", which means that a police force being examined has an articulated assignment and that the delivery of the service is satisfactory. In essence, a police force's services will be deemed adequate if the legislative requirements and articulated policing standards are being met.

Measures and indicators of adequate police services may include, but are not limited to, legal requirements, compliance with articulated standards, and the degree of efficiency and effectiveness of the services.

Material that may be referred to, or procedures to follow, in assisting in these assessments may include:

- review of the comprehensive Policing Standards Evaluation Reports;
- Operational Audit Reports;
- Examination of the volume and nature of citizen complaints;
- Examination of periodic internal audits conducted by the RCMP, of various policing programs delivery that would be available to the Department of Public Safety.
- Access to the Annual Report of "J" Division, which discusses outcomes and achievement in terms of goals, and objectives, as well as the Minister's annual Policing Priorities for policing of the Province by the RCMP;
- All police forces in New Brunswick present evidence to support laying of criminal charges to Public Prosecutions. The quality and success of case presentations and quality of investigations can be evaluated through consultations with the Department of Justice, Public Prosecutions Branch.

Collective Agreements

In accordance with the *Police Act* (s. 3(2)); nothing herein modifies or alters the terms and conditions of current and existing Collective Agreements.

Application of the New Brunswick Policing Standards

The New Brunswick Policing Standards document is not static but rather is a fluid and living document and process. The development and refinement of policing standards is also a dynamic process. As such, the New Brunswick Department of Public Safety will be vigilant in continuing to consult stakeholders to ensure the policing standards remain current and are articulated to reflect the intent of the *Police Act*.

The Policing Standards document is derived from the authority of the New Brunswick *Police Act* to enable police forces to deliver a consistent and professional police service.

The New Brunswick Policing Standards apply to all police forces in New Brunswick, and the assessment process to determine the level of compliance to the Policing Standards is through the conducting of Policing Standards Evaluations. Should it become necessary to address serious indicators of non-compliance with the Policing Standards, the Minister may refer the matter to the NB Police Commission.

Appendix 1: Table depicting the approved and amended Policing Standards. The Policing Standards themselves have been articulated to reflect these approved amendments.

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1	ORGANIZATION, MANAGEMENT, ADMINISTRATION
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1	COMMUNITY BASED POLICING

Chapter 1: COMMUNITY BASED POLICING

1.1 The Police Force service delivery model is community based policing.

1.2 Police Forces, in the delivery of their services:

a. identify communities in their territory;
b. establish community consultative committees;
c. work with community organizations;
d. develop community based policies for the Police Force;
e. convey information transmitted from citizens' organizations to the Police Force;
f. inform all personnel of their role and responsibilities to achieve the Police Force's community based objectives;
g. empower police officers to make decisions and take action;
h. make patrol, enforcement and investigation work effective and directed;
i. identify training needs through interviews with citizen representatives, consultations with those involved in internal investigations, and conferences with supervisors; and
j. evaluate the Police Force's community based initiatives.

1.3 A survey of citizen attitudes and opinions is conducted at a minimum of every three years with respect to:

a. overall Police Force performance;
b. overall competence of Police Force employees;
c. officers' attitudes and behaviour toward citizens;
d. concern over safety and security within the Police Force's jurisdiction; and
e. recommendations and suggestions for improvements.

1.4 Police Forces have a school liaison program acting as a resource to the school, in support of the community based policing concept.

1.5 Police Forces have policies and/or programs that encourage police personnel to live throughout the territorial boundaries of the Police Force.

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2	ORGANIZATION

Chapter 2: ORGANIZATION

2.1 Organizational Structure

2.1.1 A written policy describes the organizational structure and functions, and is available to all personnel.

2.1.2 The organizational structure, as approved by the civic authority, is depicted graphically on an organizational chart that is reviewed and updated as needed, and the chart is accessible to all personnel.

2.1.3 Police Forces have a staffing table that provides the following information:

a. total authorized personnel strength; and
b. number of personnel, by rank or job title, assigned to each organizational component or function.

2.2 Unity of Command

2.2.1 Each employee is accountable to only one supervisor at any given time.

2.2.2 Each organizational component is under the direct command of only one supervisor.

2.3 Authority and Responsibility

2.3.1 A written policy requires that:

a. responsibility be accompanied by commensurate authority, and
b. each employee is accountable for the use of delegated authority.

2.3.2 A written policy states that supervisory personnel are accountable for the performance of employees under their immediate control.

2.4 Organizational Requirements

2.4.1 Police Forces are culturally sensitive and services are available in either official language, reflecting the community linguistic characteristics.

2.4.2 Police Forces implement employment strategies and training programs demonstrating a commitment to reflect the community's demographics.

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3	ADMINISTRATIVE REPORTING

Chapter 3: ADMINISTRATIVE REPORTING

3.1 Direction

3.1.1 A written policy establishes the command protocol for the following situations, at a minimum:

a. in the absence of the Chief of Police;
b. in exceptional situations;
c. in situations involving personnel of different functions engaged in a single operation; and
d. in normal day-to-day operations.

3.1.2 A written policy establishes procedures for communication, coordination, and cooperation amongst all components.

3.2 Written Policies

3.2.1 A written policy system includes, at a minimum, the following:

a. a policy statement that vests in the Chief of Police the authority to issue, modify, or approve written policies;
b. this policy statement makes it incumbent upon each member/employee to familiarize themselves on how to access the policy manuals, or electronic versions, and states it is their responsibility to keep abreast of changes and amendments to policies;
c. identification of the persons or positions, other than the Chief of Police, authorized to issue written policies;
d. a description of the written policies system format;
e. procedures for indexing, purging, updating, and revising directives; and
f. statements of policy, rules and regulations.

3.2.2 A written policy establishes procedures for the dissemination and storage of written policies, and addresses, at a minimum, the following:

a. dissemination of existing, new, or newly-revised directives to all affected personnel whether (1) in hard-copy form or (2) through a computerized documentation system, backed up by hard copies of the directives in sufficient number to place at specified accessible locations for reference by all personnel affected by the directives;

b. storage of written policies whether (1) by their incorporation into manuals or (2) by their storage in a computerized documentation system and placement of hardcopies in manuals easily accessible by all personnel affected by the directives.

3.3 Administrative Reports

3.3.1 A written policy specifies an administrative reporting program, to include:

a. a listing of all administrative reports, such as, daily reports, monthly reports, etc. Those types of reports which are designed to provide information within the organization on a day-to-day operational basis, as well as a mechanism to report activities outside the immediate structure of the police force;
b. a statement as to the person(s) or position(s) responsible for the formulation of the report(s);
c. a statement of the frequency of the report(s);
d. a statement of the distribution of the report(s).

3.3.2 A written policy ensures accountability for forms that includes procedures for development, modification, approval, and review.

3.3.3 All forms created by the joint-policy committee, and designated by the letter "P", will be utilized by all Police Forces, in their unmodified state, and if modified by a Police Force, they are to be provided to Policing Services.

Chapter 4: RESEARCH AND PLANNING

4.1 Administration

4.1.1 A written policy describes the research and planning function, and specifies how it should be organized or assigned.

4.1.2 The research and planning function is responsible for the following activities:

a. assisting in developing strategic and short range plans;
b. analyzing resource requirements and deployment;
c. facilitating the implementation of new policing initiatives;
d. evaluating the delivery of services, and assessing the effectiveness and efficiency of existing programs;
e. conducting comprehensive studies of policing activities and client satisfaction surveys;
f. providing statistical analysis;
g. distributing analytical reports to affected organization units as necessary.

4.2 Strategic Plan

4.2.1 The Police Force strategic plan, submitted to and approved by the civic authority, includes the following:

a. long term goals and operational objectives;
b. anticipated workload and population trends;
c. anticipated personnel levels;
d. anticipated capital improvements and equipment needs; and,
e. provisions for review and revision as needed.

4.2.2 A written policy requires the formulation and annual updating of written goals and objectives for the Police Force, and for each organizational component within the Police Force. Established goals and objectives are made available to all affected personnel.

4.2.3 The Police Force has a system for evaluating the progress made toward the attainment of goals and objectives.

Chapter 5: PERSONNEL ALLOCATION

5.1 Allocation and Distribution of Personnel

5.1.1 The Police Force allocates and distributes personnel to all organizational components in accordance with documented periodic workload assessments.

5.2 Specialized Assignment

5.2.1 The Chief of Police conducts an annual review of each specialized assignment for the purpose of determining whether it should be continued. This review includes:

a. a listing of the Police Force's specialized assignments;
b. a statement of purpose for each listed assignment; and
c. evaluation of the initial problem or condition that required the implementation of the specialized assignment.

5.2.2 The Police Force announces anticipated openings for specialized assignments Police Force-wide and fills those positions through a selection process.

5.2.3 If the Police Force allows temporary or rotating assignment of sworn personnel, a written policy describes the Police Force procedure, including:

a. identification of the positions which are available for temporary or rotational assignment;
b. duration of assignments;
c. criteria for selection of personnel; and
d. description of the selection procedures.

5.3 Auxiliaries

5.3.1 The Chief of Police has written policy establishing and describing the Police Force's auxiliary program, including a description of the duties, powers and legal authority of auxiliaries.

5.3.2 Auxiliaries receive training in those duties identified in Police Force written policies.

5.3.3 If auxiliaries wear uniforms, the uniforms are distinguishable from those of sworn officers.

5.4 Civilians

5.4.1 Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly.

Chapter 6: FINANCIAL MANAGEMENT

6.1 Budget

6.1.1 The civic authority has a written policy describing the police service budget process and assigning responsibility for the final budget preparation. This process has provisions for input from the heads of major organizational components within the Police Force. The process includes the Chief of Police in the budget deliberations, and has provisions for the Chief of Police to submit his/her budget to the civic authority for approval.

6.1.2 The Chief of Police is responsible for ensuring that all components within the Police Force prepare written budget recommendations, based on functional goals and objectives, and that they submit recommendations to the civic authority for approval as per a policy established in section 6.1.1.

6.2 Purchasing

6.2.1 The civic authority is responsible for establishing a written policy that sets limits on amounts purchased and procedures for the requisition and purchase of Police Forces equipment and supplies including, at a minimum:

a. specifications for items requiring standardized purchases;
b. procurement procedures;
c. criteria for the selection of vendors;
d. procedures for emergency purchasing or rental agreements for equipment; and
e. procedures for requesting supplemental or emergency appropriation and fund transfer.

6.3 Accounting

6.3.1 The civic authority is responsible for establishing an accounting system for its police force that includes approval of each account, and at a minimum, provisions for timely status reports showing:

a. initial budget for each account (or program);
b. balances at the commencement of a period;
c. expenditures and encumbrances made during the period; and
d. unencumbered balance.

6.3.2 The civic authority is responsible for establishing a written policy controlling maintenance of all cash funds. Where Police Force personnel are permitted to receive, and maintain cash, the following are the minimum requirements:

a. Receipt and control of all cash to follow acceptable accounting procedures.
b. Cash received is balanced at least daily and turned over to the civic authority with proper documentation.
c. Persons authorized to receive cash are identified and bonded.

6.3.3 The civic authority is responsible for establishing a written policy providing controls for the authorization of expenditures and spending monies. The following are the minimum requirements:

a. authorization for disbursement of monies from the civic authority including Chief's authorization for expenditures.
b. records, documentation or invoice requirements for expenditures;
c. persons authorized to disburse funds are identified and bonded.

6.3.4 The civic authority establishes a written policy pertaining to external activities which generate funds for the good of all employees or charitable organizations. All such funds are separate from the civic authority fund. A minimum of two personnel, other than the Chief of Police, have signing authority on behalf of Police Forces for any such funds.

6.4 Disbursements

6.4.1 The treasury department of the civic authority is responsible for all disbursements other than petty cash and investigative fees paid to informants.

6.4.2 Informant fees and petty cash disbursements are completed through the Chief of Police who is reimbursed by the treasury department of the civic authority.

6.4.3 The Chief of Police is responsible for providing to the treasury department of the civic authority proper documentation supporting fees disbursed to informants, and confidential operations expenses.

6.4.4 Receipts of expenditures paid out of petty cash must be available for the purpose of municipal audits.

6.5 Police Equipment

6.5.1. The civic authority establishes a written policy for its Police Force establishing internal procedures for acquisition, disposal and control of police equipment and other assets assigned to police forces. In addition, all police equipment is identified and listed in the assets of the civic authority. If the inventory and control of police equipment is regulated by an outside authority, the Police Force must meet those guidelines.

6.5.2 The Chief of Police is responsible for establishing a written policy for issuing/reissuing police equipment to authorized users.

6.5.3 The Chief of Police is responsible for establishing a written policy for the maintenance of police equipment. The Chief of Police ensures that when the equipment is issued to the person responsible for a unit, it is in a state of operational readiness.

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7	AUDITS AND INSPECTIONS

Chapter 7: AUDITS AND INSPECTIONS

7.1 Police Forces are required to have written policies stating the requirement for an audit function within the Force, and including provisions for:

a. procedures to be used in conducting audits;
b. a projected/planned audit schedule;
c. procedures to be used to follow-up the recommendations made as a result of the audit.

7.2 Policies are required which describe the authority of the audit function.

7.3 Policies are required which describe the procedures to facilitate audits conducted by the Department of Public Safety.

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8	LEGAL PROCESSES

Chapter 8: LEGAL PROCESSES

8.1 Information regarding each item of the criminal legal process is recorded, including the following elements:

a. date and time received;
b. nature of document;
c. source of document;
d. name of complainant or name of accused/case;
e. officer assigned for service;
f. date of assignment;
g. court reference/file number; and
h. date service due.

8.2 A record on the execution or attempted service of legal process documents is maintained and includes:

a. date and time service was executed/attempted;
b. name of officer(s) executing/attempting service;
c. name to whom legal process was served/executed on;
d. method of service/reason for non-service; and
e. address of service/attempt.

8.3 Written policies govern the execution of criminal process.

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9-10	RESERVED

Chapters 9 - 10 RESERVED

Chapter 11: AUTHORITY AND RESPONSIBILITY

When a police force defines its role, two broad purposes are served. First, officers are made aware of the actions and attitudes expected of them. Second, members of the public have a general standard to measure the performance of the Police Force.

11.1 Arrest and Use of Force

11.1.1 Police Forces ensure that all policies comply with the requirements of the *Constitution Act - Canadian Charter of Rights and Freedoms* including these areas:

a. reasonable grounds;
b. detaining;
c. arresting;
d. reason for arrest notification;
e. right to counsel; and
f. police warning.

11.1.2 Police Forces comply with the Use of Force policy in the Municipal/Regional Police Forces Operational Manual.

11.2 Provincial Statutes Enforcement

11.2.1 Police Forces have policies addressing enforcement of provincial statutes.

11.3 Authorized Weapons

11.3.1 Police Forces have written policies to address the following:

a. a member of the Police Force must successfully complete an approved competency training course as approved by the Chief of Police, prior to being issued a firearm or being authorized to carry or use a firearm while on duty.
b. a member of a Police Force shall not use any gas, chemical or aerosol weapon, unless the member has successfully completed a training course as approved by the Chief of Police.

c. all police officers who carry a service handgun in the course of their duties are required to successfully complete a requalification test annually.

d. all police officers who carry a handgun must live fire at least 100 rounds of ammunition in every twelve month period on a training course approved by the Chief of Police; of that 100 rounds, at least 50 rounds will be a requalification course of fire under daylight conditions, using service velocity ammunition.

e. remedial firearm training and administrative steps to be taken when a police officer does not requalify.

f. maintainance of written records of all training courses taken by members on the use of firearms and any other authorized weapon used in the 'Use of Force Continuum', in the operations of a police force.

g. when a member discharges an issued firearm, except when participating in an authorized firearms training program, they shall immediately notify their Supervisor, in every instance.

h. a requirement to forward a report to Policing Services when a firearm has been discharged and/or there is an apparent breach of Force policy.

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chapter 12	JURISDICTION AND MUTUAL AID CONTRACTURAL AGREEMENTS

Chapter 12: JURISDICTION AND MUTUAL AID/CONTRACTUAL AGREEMENTS

12.1 Police Forces have policy which describes in detail the territorial boundaries of the Police Force.

12.2 Any agreement/contract for service, or Memorandom of Understanding, is with the concurrence of the Chief of Police of the contracting Police Force, and the civic authority.

12.3 Police Forces have written agreements, contracts, or MOU's in place which clearly describe any mutual aid or other specialized police services that they either receive from, or provide to, another police force. The following specialized services require this type of documentation:

a. polygraph function;
b. police dog;
c. forensic identification services;
d. Scene of Crime Officer (SOCO) or Crime Scene Investigator;
e. crowd control/tactical team;
f. collision reconstructionist, or collision analyst;
g. major/serious crimes investigations; including commercial crime, cybercrime, homocide, etc.
h. explosive disposal;
i. Emergency Response Team (ERT);
j. hostage negotiator;
k. emergency site commander;
l. underwater recovery.

12.4 Personnel involved in the delivery of specialized police services are trained by a recognized training facility or institution, as approved by the Chief of Police.

12.5 Written agreements entered into by Police Forces , such as contracts, or MOU's, or agreements for specialized police services, involving fee for services, or cost-recovery arrangements, are to be provided to the Department of Public Safety.

12.6 Police Forces with territorial boundaries abutting other Police Force boundaries make every effort possible to cooperate in the sharing of certain specialized policing functions.

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13	LIAISON WITH OTHER AGENCIES

Chapter 13: LIAISON WITH OTHER AGENCIES

13.1 Liaison

13.1.1 Police Forces maintain liaison with criminal justice agencies, including:

a. local adult and young offender courts;
b. Crown prosecutors;
c. probation and parole agencies; and
d. adult and young offender correctional facilities.

13.1.2 Police Forces maintain liaison with other Police Forces in an adjoining jurisdiction.

13.1.3 Police Forces maintain liaison with local fire department and emergency services.

13.1.4 Police Forces identify the services and resources available through other public and social service agencies in their area.

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2	POLICE ROLE AND RESPONSIBILITIES
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14-20	RESERVED

Chapter 14-20: RESERVED

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21	JOB CLASSIFICATIONS

Chapter 21: JOB CLASSIFICATIONS

To be developed.

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3	PERSONNEL ADMINISTRATION
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22	EMPLOYMENT CONDITIONS

Chapter 22: EMPLOYMENT CONDITIONS

22.1 Police Forces are encouraged to implement policies which require police officers, following implementation of this standard, to maintain a level of physical fitness commensurate with their assigned duties.

22.2 Police Forces are encouraged to implement policies which require all employed police officers, prior to the implementation of this standard, to maintain a level of physical fitness commensurate with the assigned duties of the police officer, within a 2 year period after the implementation of this standard.

22.3 Police Forces are encouraged to implement policies which require all police officers hired after the implementation of this standard to successfully pass a physical fitness test, and medical examination every two years as prescribed by the civic authority.

22.4 If the Police Force permits sworn personnel to engage in extra-duty employment, wherein the actual or potential use of law enforcement powers is anticipated, a written policy addresses the following:

a. Police Force permission for sworn personnel to engage in extra-duty employment;
b. behaviour and activities of officers during extra-duty employment;
c. approval, review, and revocation processes pertaining to officers' extra-duty employment;
d. designation of a point of coordination or administration within the Police Force to oversee adherence to these policies, processes, and other matters deemed appropriate by the Police Force; and
e. documentation of the significant aspects of each officer's extra-duty employment.

22.5 Police Forces have a workplace harassment policy.

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3	PERSONNEL ADMINISTRATION
chapter 23	CAREER DEVELOPMENT

Chapter 23: CAREER DEVELOPMENT

23.1 Police Forces policies establish programs for career development for all personnel.

23.2 Career development policies and programs are evaluated annually and revised, as necessary.

23.3 Police Forces vest the authority and responsibility for administering career development programs in an identifiable position.

23.4 Police Forces maintain an annual inventory/record of the skills, knowledge, and abilities of each employee.

23.5 Police career development programs are consistent with the Force's goals and objectives.

Chapter 24: TRAINING

24.1 Organization and Administration

24.1.1 Police training is consistent with the Force's goals and objectives.

24.1.2 Training and development courses are progressive and provide employees with the knowledge, skills and attitudes to enable them to perform at a consistent standard.

24.1.3 Police Forces maintain a training function that includes:

a. planning and developing training programs;
b. informing personnel of required training and available courses;
c. maintaining training records;
d. managing attendance at required training sessions;
e. implementing training courses;
f. selecting instructors and participants; and
g. coordinating and evaluating training programs.

24.2 Police Force Training Function

24.2.1 Police Forces:

a. specify a person in the agency responsible for the training function;
b. establish an annual process for reevaluating, updating and revising all Police Force in-house training programs;
c. create policy governing employee reimbursements for those attending training programs;
d. include in training policy, a determination for the use of the resources of public and private organizations in the Police Force's training programs;
e. provide adequate training facilities for in-house programs;

f. maintain or have access to course training standards for all courses that include provisions for the following:
   - goals and objectives of the training course;
   - guidelines and format for lesson plans;
   - a statement of performance objectives;
   - content overview of the training course;
   - recommended instructional methodology; and
   - compliance with case-law requirements of the *Canadian Charter of Rights and Freedoms*, where applicable;

g. maintain policy that specifies the approval process for lesson plans and also the use of testing in all in-house training;

h. maintain policy governing remedial training including the circumstances and criteria used to decide the need for remedial instruction, the timetables under which remedial training is provided and the consequences of non-participation in such training;

i. maintain training records of each in-house course and, at a minimum, such records are to include; course content, names of attendees and attendee performance where tests are administered; and

j. ensure Force directives identify the skills, knowledge and abilities required for instructors conducting in-house training.

24.3 Training Program

24.3.1 Police Forces:

a. follow a Field Training Program for Probationary Constables/Cadets with provisions for:

1. the selection process for Field Trainers;
2. the supervision of Field Trainers,
3. all required training for Field Trainers,
4. rotation of probationary constables/cadets in assignments, and
5. evaluation guidelines for probationary constables to be used by Field Trainers, and reporting responsibilities of Field Trainers.

b. maintain a training program for all generalist police officers that includes First Aid /C.P.R., and Firearm qualifications annually, and include the following courses or equivalent as a minimum, to be completed within the first eight years of employment as a police officer:

1. General Police Science, (2000)
2. Interviewing and Interrogation,
3. Supervision I,
4. Accident Investigation I and II,
5. Senior Constables Course;

c. maintain a training program for all officers who may be assigned to investigate criminal offences of a higher degree of complexity, which includes the following courses or equivalent, as a minimum:

1. Advanced Police Science,
2. Supervision Level II, and
3. other training commensurate to their specialized duties;

d. establish an Orientation Training Program for personnel being hired, transferred or promoted with provisions for:

1. familiarization with duties and responsibilities,
2. performance expectations, and
3. initiation of orientation training within 30 days of assignment;

e. maintain a training program for civilian members that includes:

1. for new personnel, an orientation to the Force's role, purpose, goals, policies, procedures, working conditions and employee responsibilities, and
2. internal training for personnel being transferred or promoted, or as deemed necessary;

f. create policy that identifies requirements and qualifications for application to all training in the Force's training programs.

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3	PERSONNEL ADMINISTRATION
chapter	
25	PROMOTION

Chapter 25: PROMOTION

25.1 Professional and Legal Requirements

25.1.1 Police Forces define a promotion process based on the evaluation and selection of personnel who have demonstrated the potential for assuming greater responsibility and who possess the skills, knowledge and abilities required to perform at that level.

25.1.2 A written policy vests in an identifiable position the authority and responsibility for administering the Police Force's role in the promotion process.

25.1.3 A written policy describes the procedures used for each element of the promotion process, including those for:

a. evaluating the promotional potential of candidates;
b. administering written tests, if any;
c. conducting oral interviews prior to appointment to probationary status;
d. providing procedures for review and appeal of results for each promotional element by candidates, including employee debriefing;
e. establishing procedures for reapplication, retesting, and/or reevaluation; and
f. determining promotional eligibility for vacancies where lateral entry is permitted.

25.1.4 The Police Force establishes job-related criteria and procedures for evaluating the performance potential of every employee seeking promotion.

25.1.5 The Police Force provides employees with a written announcement of the promotional opportunities.

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3	PERSONNEL ADMINISTRATION
chapter	
25	PROMOTION

25.1.6 A written policy establishes criteria and procedures for the development and use of eligibility lists, if any, including, at a minimum:

a. the numerical weight, if any, assigned to each eligibility requirement;
b. the system of ranking eligible employees on the lists;
c. time-in-grade and/or time-in-rank eligibility requirements, if any;
d. the duration of the lists; and
e. the system for selecting names from the lists.

25.1.7 Police Forces provide employees with a written announcement of the promotional process, which includes:

a. a description of actual or anticipated vacancies;
b. a schedule of dates, times, and locations of all elements of the process;
c. a description of eligibility requirements; and
d. a description of the process to be used in selecting personnel for the vacancies.

25.1.8 Police Forces have a policy establishing criteria and procedures for the development of eligibility lists, if any, including, at a minimum:

a. the system of ranking eligible employees on the lists;
b. the duration of the list; and
c. the system for selecting names from the lists.

25.2 Administrative Practices and Procedures

25.2.1 A minimum six-month probationary period is required for all employees who are promoted, with any exceptions defined.

25.2.2 The promotional process is evaluated annually, and revised if necessary.

25.2.3 Police officers successfully complete appropriate training courses, such as Supervision Level I and Level II, or the equivalent training and experience, before or soon after being officially promoted to any supervisory rank.

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3	PERSONNEL ADMINISTRATION
chapter	
26	PERFORMANCE EVALUATION

Chapter 26: PERFORMANCE EVALUATION

26.1 Administration

26.1.1 A written policy defines objectives of the performance evaluation system.

26.1.2 A written policy defines the Police Force's performance evaluation system and includes, at a minimum:

a. measurement definitions;
b. procedures for use of forms;
c. evaluator responsibilities; and
d. evaluator training.

26.1.3 A written policy requires a performance evaluation of each employee be conducted and documented at least annually.

26.1.4 Written policy requires a written performance evaluation report on all entry level probationary employees at least quarterly.

26.1.5 Criteria used for performance evaluation are specific to the assignment of the employee during the rating period.

26.1.6 Evaluation of the employee's performance covers a specific period.

26.1.7 A written policy requires that employees be advised as soon as operationally possible whenever their performance is deemed to be unsatisfactory, and a corrective interview be conducted.

26.1.8 A written policy requires explanatory comments when performance ratings are unsatisfactory or outstanding.

26.1.9 A written policy requires that each performance evaluation report is reviewed and signed by the evaluator's supervisor.

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3	PERSONNEL ADMINISTRATION
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26	PERFORMANCE EVALUATION

26.1.10 A written policy requires that each employee be debriefed at the conclusion of the rating period to include the following areas:

a. results of the performance evaluation just completed;
b. level of performance expected, rating criteria or goals for the new reporting period; and
c. career counselling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

26.1.11 A written policy specifies that the employee be given the opportunity to sign and make written comments to supplement the completed performance evaluation report.

26.1.12 A written policy requires that a copy of the completed evaluation report be available to the employee upon request.

26.1.13 A written policy requires an appeal process for contested evaluation reports.

26.1.14 A written policy requires the retention of performance evaluation reports.

26.1.15 A written policy requires evaluators be assessed by their supervisors regarding the quality of ratings given employees.

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27-30	RESERVED

Chapter 27-30: RESERVED

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4	OPERATIONS
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31	PATROL

Chapter 31: PATROL

In this chapter the word "Patrol" is used in its broadest sense and embraces much more than the act of patrolling. It means a primary law enforcement function, with officers engaging in many activities.

31.1 Organization and Administration

31.1.1 Police Forces respond to the communities' needs for preventive patrolling by incorporating community policing practices, including coordinating community resources in an ongoing consultative process.

31.1.2 Police Forces establish the functions of patrol.

31.1.3 Police Forces establish procedures for communication, coordination, and cooperation between patrol and other Force functions.

31.1.4 Police Forces are capable of responding to emergencies on a 24 hour per day, everyday basis, within the territorial boundaries of the community(ies) being serviced.

31.1.5 Police Forces have written policy establishing procedures for responding to routine, urgent, and emergency calls, with provisions for:

a. in situations where there is a threat of personal injury or a crime in progress:
- dispatch is immediate
- response is immediate taking all conditions into consideration.

b. in situations where damage to or loss of property is likely or if a crime has just occurred, a quick response contributes to successful apprehension of the perpetrator,
- dispatch is at the first opportunity,
- response is as soon as practicable, taking all conditions into consideration.

c. in situations where neither a nor b exist:
- dispatch and response as deemed appropriate by the police force in accordance with the community-based policing concept.

31.1.6 Police Forces provide public access to their service 24 hours a day, and have police on duty a minimum of 16 hours a day, excluding stand-by status.

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31	**PATROL**

31.2 Operations

31.2.1 Police Forces describe the circumstances requiring the presence of a supervisor at the scene for the purpose of taking command.

31.2.2 Police Forces establish the categories of crimes and incidents that receive preliminary investigation by patrol officers.

31.2.3 Police Forces have policy that governs the conduct of follow-up investigations by patrol officers.

31.2.4 Police Forces ensure that every officer engaged in a field assignment has access to radio communications.

31.2.5 Police Forces establish procedures for notifying next-of-kin of deceased persons.

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4	OPERATIONS
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32	CRIMINAL INVESTIGATIONS

Chapter 32: CRIMINAL INVESTIGATIONS

The standards provide for administrative and operational programs for efficient and effective criminal investigations. This approach does not direct the police force's investigative functions in each specific crime category, but rather identifies those elements common to every investigation. The civic authority and Chiefs of Police are encouraged to consult with Policing Services before establishing new specialized services.

32.1 Organization and Administration

32.1.1 Police Forces have an investigative function with police officers trained to investigate criminal offences of a higher degree of complexity than those investigations more appropriately dealt with by the generalist police officer.

32.1.2 Police officers assigned to investigate criminal offences of a higher degree of complexity can demonstrate the necessary degree of knowledge and skills to successfully resolve the investigation.

32.1.3 Police Forces have access to specialized services, as noted, on a 24 hour basis:

a. polygraph function;
b. police dog;
c. forensic identification services;
d. Scene of Crime Officer (SOCO) or Crime Scene Investigator;
e. crowd control/tactical team;
f. collision reconstructionist, or collision analyst;
g. major/serious crimes investigations; including commercial crime, cybercrime, homocide, etc.
h. explosive disposal;
i. Emergency Response Team (ERT);
j. hostage negotiator;
k. emergency site commander;
l. underwater recovery;

32.1.4 Personnel involved in the delivery of specialized police services are trained by a recognized training facility or institution, as approved by the Chief of Police.

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32	CRIMINAL INVESTIGATIONS

32.1.5 Police Forces use a case-screening system to apply available resources as required.

32.1.6 A written policy specifies accountability for conducting preliminary and follow-up criminal investigations.

32.1.7 Police Forces have an administrative designation of "open," "suspended", or "closed" assigned to each investigation, as appropriate. Management control includes scheduled, periodic reporting by investigators, and file audits by supervisors on the progress of assigned cases.

32.1.8 Police Forces maintain a system for case file management of the criminal investigation function, including:

a. types of records to be maintained;
b. administrative format;
c. accessibility to the files;
d. purging of files; and
e. submission to Provincial Archivist.

32.1.9 Police Forces establish an investigative diary date control system.

32.2 Operations

32.2.1 Police Forces establish procedures to be used in criminal investigation, including:

a. information development;
b. interviews and interrogation;
c. collection, preservation, and use of physical evidence; and
d. surveillance.

32.2.2 Police Forces comply with the policy on Utilization of Human Sources in the Municipal/Regional Police Forces Operational Manual.

32.2.3 Police Forces providing a fund for paying informants have policy that establishes controls for the fund, including:

a. accessibility;
b. criteria for use;
c. accounting; and
d. auditing.

32.2.4 Police Forces establish steps to be followed in conducting preliminary investigations, including:

a. observing all conditions, events, and remarks;
b. identifying witnesses;
c. maintaining the crime scene and protecting evidence;
d. interviewing the complainant and the witnesses;
e. interrogating suspects;
f. arranging for the collection of evidence;
g. effecting the arrest of the criminals; and
h. reporting the incident fully and accurately.

32.2.5 Police Forces establish steps to be followed in conducting follow-up investigations, including:

a. reviewing and analyzing all previous reports prepared in the preliminary phase;
b. reviewing Service records;
c. reviewing results from laboratory examinations;
d. arranging for dissemination of information as appropriate;
e. planning, organizing, and conducting searches;
f. preparing cases for court presentation;
g. assisting in prosecution;
h. identifying and apprehending suspects;
i. collecting physical evidence;
j. determining involvement of suspects in other crimes; and
k. checking suspects' criminal histories.

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32	CRIMINAL INVESTIGATIONS

32.2.6 Police Forces provide checklists to aid in criminal investigations, when required.

32.2.7 Police Forces establish the need for designating a single person, principal investigator, or case coordinator for each case.

32.2.8 Police Forces outline an "on-call" schedule of investigators where the criminal investigation component does not provide 24-hour coverage.

32.2.9 Police Forces have procedures for assuring compliance with *Charter* requirements during arrest, detention, and criminal investigations. The areas referred to include:

a. informing accused persons of the reason for arrest or detention;
b. right to counsel including legal aid and to be so informed;
c. validity of detention;
d. confessions and admissions;
e. the gathering of evidence, including surveillance, search and seizure; and
f. disclosure of evidence.

32.2.10 Police Forces have policy governing joint investigations.

32.2.11 Police Forces follow the established protocols for the investigation of Woman Abuse and Child Abuse, and Adults at Risk of Abuse.

32.3 Major Crime

32.3.1 Police Forces participate, communicate, and cooperate with an organized crime control and /or investigation unit that operates within its jurisdiction.

32.3.2 Police Forces maintain an expenditure code within their budget, in accordance with the municipality's accounting process, to support the confidential operations of major crime functions.

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32	CRIMINAL INVESTIGATIONS

32.3.3 Police Forces require maintenance of an expenditure code, to include, at a minimum:

a. authorization of one person as being responsible for the system;
b. submission of request for funds prior to payment;
c. submission of receipt after payment to include: the amount and purpose of payment, officer's name, and information or material purchased;
d. approval by Chief of Police for payments in excess of a specified amount;
e. annual audit of expenditures by the Treasurer or external auditor, and report to civic authority; and
f. at least two police members must be witnesses to the payment of these funds.

32.3.4 Police Forces comply with policy contained in the New Brunswick Municipal/Regional Police Forces Operational Manual with respect to the Violent Crime Linkage Analysis System (ViCLAS).

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4	OPERATIONS
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33	YOUNG OFFENDERS

Chapter 33: YOUNG OFFENDERS

The standards in this chapter relate to the organizational and operational aspects of young offender services. Due to the special legal status of young persons/offenders, clear policy and procedures should be developed in accordance with the *Charter of Rights and Freedoms* and the current legislation, including the *Provincial Offences Procedure for Young Persons Act* and the *Young Offenders Act*. All local policy must comply with the New Brunswick Municipal/Regional Police Forces Operational Manual.

33.1 Police Forces establish provisions for review of the Police Force policy and procedures in relation to the *Provincial Offences Procedure for Young Persons Act*, and the *Young Offenders Act*.

33.2 Police Forces have a written policy which establishes the means available to deal with young persons/offenders.

33.3 Police Forces have a written policy establishing the role of the Police Force in the Department of Public Safety's Alternative Measures Program.

33.4 Police Forces have a written policy governing the arrest and detention of young persons.

33.5 Police Forces have written procedures for taking a young person into custody, including, at a minimum, provisions for the following:

a. detaining youths only in designated facilities;
b. notifying the young person immediately of their rights; and
c. notifying the youth's parent(s) or guardian(s).

33.6 Police Forces have a written policy governing procedures for interviewing young persons, including provisions for the following:

a. conferring with parents or guardians; and
b. limiting the duration of an interview and the number of officers present.

33.7 Police Forces have established procedures for the collection, dissemination, and retention of fingerprints, photographs, and other forms of identification pertaining to young persons.

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4	OPERATIONS
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34	CONTINGENCY PLANNING

Chapter 34: CONTINGENCY PLANNING

34.1 Administration

34.1.1 Police Forces designate a position in the Police Force responsible for planning response to natural and other disasters and civil disturbances.

34.1.2 Police Forces have a written policy for responding to disasters, prepared in consultation with the municipality as well as EMO officials, including provisions for:

a. communications;
b. field command posts;
c. casualty information;
d. community relations/public information (media briefings);
e. other law enforcement support;
f. military support;
g. public facility security;
h. traffic control;
i. equipment requirements;
j. de-escalation procedures;
k. rumour control;
l. availability for command (order of precedence);
m. post-occurrence duties;
n. post-occurrence reports; and
o. transportation.

34.1.3 Police Forces have a written policy for responding to civil disturbances, including provisions for:

a. communications;
b. field command posts;
c. casualty information;
d. community relations/public information (media briefings);
e. general liaison (with other agencies);
f. legal considerations;
g. other law enforcement support;

h. military support;
i. public facility security;
j. traffic control;
k. young offenders;
l. equipment requirements;
m. de-escalation procedures;
n. rumour control;
o. availability for command (order of precedence);
p. post-occurrence duties;
q. post-occurrence reports;
r. transportation; and
s. arrest/confinement procedures.

34.1.4 Police Forces have a written emergency mobilization plan, including provisions for:

a. communications;
b. alert stages;
c. primary and alternate assembly areas;
d. equipment distribution;
e. special task service activation;
f. key personnel designations;
g. transportation requirements;
h. management control measures; and
i. mobilization exercises.

34.1.5 Police Forces review contingency plans annually and update them, as necessary.

34.1.6 Police Forces liaise with local Emergency Measures Organization personnel to facilitate effective emergency response efforts.

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4	OPERATIONS
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35	TACTICAL OPERATIONS

Chapter 35: TACTICAL OPERATIONS

35.1 Tactical Operations

35.1.1 Police Forces have, or have access to trained resources to enable timely response to tactical operations.

35.1.2 Police Forces establish procedures for governing tactical operations, including:

a. emergency response teams;
b. hostage negotiations;
c. bomb disposal;
d. bomb threats;
e. coverage of tactical events;
f. visiting dignitary protection;
g. coverage of disasters; and
h. coverage of civil disorders.

35.1.3 Police Forces establish procedures for cooperation and coordination between tactical functions and other operational functions.

35.1.4 Police Forces have policy for handling tactical events, including:

a. use of tactical operations personnel;
b. designation of a single person or position as supervisor and coordinator for the event;
c. written estimate of traffic, crowd-control, and crime problems expected;
d. logistics requirements; and
e. coordination of operations both from within the Police Force and with outside organizations.

35.2 Emergency Response Teams (ERT)

35.2.1 Police Forces establish criteria for selection of officers assigned to ERT.

35.2.2 Police officers assigned to an Emergency Response Team (ERT) are tested at appropriate intervals to determine psychological and physical fitness. Annual testing is recommended.

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35	TACTICAL OPERATIONS

35.2.3 Emergency Response Teams are provided specialized equipment for their operation.

35.2.4 An Emergency Response Team maintains a secure vehicle for the storage and transportation of its supplies and specialized equipment.

35.2.5 Police Forces have specific criteria for selection of hostage negotiators.

35.2.6 Police Forces have policy for handling a barricaded person situation, including:

a. notification of ERT personnel;
b. notification of appropriate persons within and outside the Police Force;
c. establishment of an inside and outside perimeter around the scene;
d. evacuation of citizens;
e. establishment of a command post and chain of command;
f. request for ambulance, rescue, and fire department resources;
g. authorization for use of service and chemical agents;
h. communication with the barricaded person; and
i. interaction between ERT and hostage negotiators including the responsibilities of each.

35.3 Bomb Disposal

35.3.1 Police Forces have policy for handling a bomb threat situation or bomb emergency.

35.4 VIP Security

35.4.1 Police Forces have policy for assisting with the security of VIPs, including:

a. designation of a single person or position as supervisor and coordinator of each security detail;
b. equipment requirements, to include vehicles, body armour, and weapons for officers;
c. planning and reconnoitering travel routes and alternatives;
d. advance inspection of sites and facilities;
e. arrangements for gathering intelligence information;
f. coordination of operations within the Police Force and liaison with outside organizations;
g. identification of emergency first-aid, ambulance, trauma unit and medical facilities;
h. communications; and
i. identification by designation (e.g. lapel pins).

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4	OPERATIONS
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36	TRAFFIC

Chapter 36: TRAFFIC

36.1 Traffic Enforcement

36.1.1 Police Forces have an efficient and effective traffic law enforcement program capable of meeting the requirements of the Municipal/Regional Police Forces Operational and Administrative Manuals. As a minimum, this program includes:

a. a selective traffic enforcement function;
b. employ approved speed measuring, and breath testing devices;
c. access to a trained traffic accident investigator; and
d. access to a trained traffic reconstructionist.

36.2 Traffic Accident Investigation

36.2.1 Police Forces have access to a fully trained traffic accident investigation function, and all police personnel involved in traffic enforcement have the basic approved On-Scene Accident Investigation Course (Level II).

36.2.2 Police Forces have access to traffic investigator(s) trained as Level III Collision Analyst or Level IV Reconstructionist.

36.2.3 A written policy requires Police Force response to the scene of an accident involving, at a minimum, any of the following:

a. death or injury;
b. hit and run;
c. impairment of an operator due to alcohol or drugs;
d. hazardous materials;
e. major traffic congestion as a result of the accident; or
f. possible criminal charges.

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4	OPERATIONS
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36	TRAFFIC

36.3 Hazardous Pursuits/Roadblocks

36.3.1 Police Forces have a written policy governing the hazardous pursuit of motor vehicles and the use of roadblocks consistent with the Municipal/ Regional Police Forces Operational Manual.

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4	OPERATIONS
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37	ACCOMMODATIONS AND EQUIPMENT

Chapter 37: ACCOMMODATIONS AND EQUIPMENT

37.1 Equipment

37.1.1 Police Forces issue body armour to their sworn officers.

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38-40	RESERVED

Chapters 38-40: RESERVED

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5	OPERATIONS SUPPORT
chapter	
41	CRIMINAL INTELLIGENCE

Chapter 41: CRIMINAL INTELLIGENCE

41.1 Police Forces participate in regional meetings of the New Brunswick Criminal Intelligence Services, and maintain liaison with federal, provincial and local police Forces for the exchange of intelligence information.

41.2 Personnel assigned to criminal analytical work are trained to a level which allows them to collect, collate and analyze the intelligence information received.

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5	OPERATIONS SUPPORT
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42	INTERNAL COMPLAINTS RESOLUTION

Chapter 42: INTERNAL COMPLAINTS RESOLUTION

42.1 A written policy establishes the Police Force's internal investigations function. All internal complaint processes adhere to the *Police Act* and Regulations to ensure an impartial investigation and resolution.

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5	OPERATIONS SUPPORT
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43	CRIME PREVENTION

Chapter 43: CRIME PREVENTION

43.1 Police Forces policy states that they are committed to the development and perpetuation of community crime prevention programs, and promote crime prevention programs for all citizens and proprietors in areas targeted for such activity.

43.2 Police Forces policy establishes their crime prevention function and defines the relationships between all organizational elements of the Force in pursuing crime prevention activities.

43.3 Police Forces policy establishes their crime prevention priority programs and provides for the following:

a. targeting programs by crime type and geographic area based on an analysis of local crime data;
b. targeting programs to address community perceptions of crime; and
c. evaluating the effectiveness of crime prevention programs at least every two years.

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5	OPERATIONS SUPPORT
chapter	
44	PUBLIC INFORMATION

Chapter 44: PUBLIC INFORMATION

44.1 A written policy from the Chief of Police identifies who in the Police Force may release information to the news media, and under what circumstances.

44.2 The public information function includes, at a minimum:

a. being available for on-call responses to the news media;
b. preparing and distributing police service news releases;
c. arranging for, and assisting at, news conferences;
d. coordinating and authorizing the release of information about victims, witnesses, and suspects;
e. coordinating and authorizing the release of information concerning confidential police service investigations and operations; and
f. developing procedures for releasing information when other public service agencies are involved in a mutual effort.

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5	OPERATIONS SUPPORT
chapter	
45	VICTIM / WITNESS ASSISTANCE

Chapter 45: VICTIM / WITNESS ASSISTANCE

45.1 The Police Force completes an analysis of victim/witness assistance needs and available services within the police force's service area at least every three years or has access to a current analysis that includes the following elements:

a. the extent and major types of victimization within the police force's service area;
b. an inventory of information and service needs of victims/witnesses in general (including homicide or suicide survivors) and special victims, such as those victimized by domestic violence, abuse and neglect, sex crimes, and imparied drivers;
c. victim assistance and related community services available within the service area;
d. identification of unfulfilled needs; and
e. identification of needs that are appropriate for the Police Force to meet.

45.2 The Police Force develops policies and procedures that achieve the following, at least:

a. govern the implementation and delivery of victim/witness assistance services by police force personnel;
b. ensure the confidentiality of victims/witnesses and their role in case development to the extent consistent with applicable law;
c. govern police force efforts to inform the public and media about the police force's victim/witness assistance services; and
d. govern the relationship between the police force and victim/witness efforts of other organizations.

45.3 The Police Force provides appropriate assistance to victims/witnesses who have been threatened or who, in the judgment of the police force, express specific, credible reasons for fearing intimidation or further victimization.

45.4 Victims are referred to the Provincial Victim Services Coordinator as soon as possible if they wish to make application for compensation under the *Victim Services Act*.

part	
5	OPERATIONS SUPPORT
chapter	
46	RESERVED

Chapter 46-50: RESERVED

part	
6	PRISONER/COURT RELATED OPERATIONS
chapter	
51	PRISONER TRANSPORTATION

Chapter 51: PRISONER TRANSPORTATION

To be developed.

part	
6	PRISONER/COURT RELATED OPERATIONS
chapter	
52	HOLDING FACILITIES

Chapter 52: HOLDING FACILITIES

The standards in this chapter apply to those police forces operating short term holding facilities, maintaining custody of detainees for periods usually not exceeding 72 hours, excluding holiday weekends.

52.1 Organization, Management, and Administration

52.1.1 Police Forces policy governs the administration and operation of the holding facility.

52.1.2 Police Forces policy specifies a position in the agency responsible for the operation of the holding facility.

52.1.3 Police Forces policy specifies the responsibilities of facility staff and training requirements.

52.2 Physical Plant

52.2.1 Holding Facilities:

a. provide conditions for detainees as described in Federal and Provincial Acts and Regulations pertaining to lighting, fire regulation, circulation and purification of air, heating, personal hygiene requirements, safety, security and legal rights; and
b. are constructed to facilitate the storage of emergency equipment, security for staff, detainees and equipment, and reasonable working conditions.

52.3 Safety and Sanitation

52.3.1 Police Forces operating Holding-Cell Accommodations:

a. develop, implement, and continuously evaluate policy regarding fire prevention, and prompt fire control;
b. ensure Holding-Cell Accommodations have necessary fire equipment;
c. conduct regular inspections and testing of fire equipment;
d. document all fire inspections and testing;

e. ensure fire alarm systems are connected to the appropriate dispatch centre;
f. ensure documented sanitation inspections are conducted and unsanitary conditions are corrected;
g. develop and post an emergency evacuation plan for the facility; and
h. ensure a designated and signed emergency exit is in place to direct persons to hazard-free areas.

52.4 Security and Control

52.4.1 Police Forces operating Holding-Cell Accommodations:

a. implement policy which governs situations under which an officer enters an occupied cell;
b. implement policy which governs the control and use of keys;
c. implement policy which specifies which holding facility doors are to be secured and when;
d. require a security check, for weapons and contraband, of an unoccupied cell;
e. require a weekly inspection of the facility in general;
f. implement policy which governs control of tools and culinary equipment;
g. ensure a holding-cell facility is equipped with an audio communication system between a designated control point and holding areas;
h. ensure the facility is equipped with two way communication capability between detention staff and the communication centre;
i. ensure the facility has a decontamination area for chemical agents;
j. ensure there is a security alarm system linked to a designated control point;
k. prescribe procedures in the event of an escape;
l. require staff to submit a report of all incidents which threaten the facility or any person in it;
m. implement policy that governs access of nonessential persons to the holding facility; and
n. implement policy for facilities that are utilized/shared by other Police Forces, which will require a Memorandum of Understanding (MOU), endorsed by the civic authority, to clearly outline responsibility/accountability of both parties.

part	
6	PRISONER/COURT RELATED OPERATIONS
chapter	
52	HOLDING FACILITIES

52.5 Detainee Processing

52.5.1 Police Forces operating Holding-Cell Accommodations:

a. require a search be made of all detainees before entry into the holding facility and that a written itemized inventory be made of all property taken from a detainee;
b. require the safe storage of property taken from detainees;
c. ensure a booking form is completed for every detainee which includes arrest information, apparent physical condition and property inventory and disposition;
d. ensure adults are physically separated from youths and males from females;
e. prescribe methods for handling, detaining, and segregating persons under the influence of alcohol or other drugs or who are violent or self-destructive;
f. prescribe space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the facility;
g. prescribe methods for the return of property to detainees upon release;
h. require positive identification be made of a detainee before a detainee is released; and
i. where a detainee is received from an outside agency, require positive identification be made of the person presenting the detainee, including verification of the person's authority to make the committal.

52.6 Medical and Health Care Forces

52.6.1 Police Forces operating Holding-Cell Accommodations:

a. identify procedures to be followed when a detainee is in need of medical attention;
b. ensure a first aid kit is available to facility staff, that is subjected to a documented weekly inspection and replenished as necessary; and
c. implement policy governing the distribution and documentation of pharmaceuticals -prescribed by a physician only-within the facility.

part	
6	PRISONER/COURT RELATED OPERATIONS
chapter	
52	HOLDING FACILITIES

52.7 Detainee Rights

52.7.1 Police Forces operating holding-cell facilities:

a. implement policy governing the provision of meals to detainees; and
b. ensure detainee records are protected from unauthorized disclosure.

52.8 Supervision of Detainees

52.8.1 Police Forces operating holding-cell facilities:

a. require 24-hour supervision of detainees by staff, including a detainee population count at least once each shift;
b. require facility staff to physically and directly, visually observe each detainee at least every 15 minutes, and their status is duly noted;
c. implement policy governing the use of electronic monitoring;
d. require detainees to be supervised by members of the same sex, except under extenuating circumstances and those circumstances to be included in the policy;
e. implement policy governing detainee's visitation rights and prescribe procedures for this process; and
f. implement policy governing packages being given to detainees and inspection procedures.

part	
6	PRISONER/COURT RELATED OPERATIONS
chapter	
53	COURT SECURITY

Chapter 53: COURT SECURITY

To be developed.

part	
6	PRISONER/COURT RELATED OPERATIONS
chapter	
54-60	RESERVED

Chapter 54-60: RESERVED

part	
7	SUPPORT FORCES
chapter	
61	COMMUNICATIONS

Chapter 61: COMMUNICATIONS

61.1 Administration

61.1.1 A written policy specifies responsibility for the communications function.

61.1.2 A written policy establishes the police force's communications function, including:

a. radio communications;
b. telephone communications;
c. data communications;
d. alarm monitoring (if applicable); and
e. contingency plans for system interruption.

61.1.3 A written policy establishes the authority and responsibilities of personnel assigned to the communications function.

61.1.4 A written policy establishes procedures for electronically recording police force radio transmissions and emergency telephone conversations within the communications centre, and has the capability of immediate playback of recorded telephone and radio conversations.

61.1.5 A written policy establishes criteria and procedures for reviewing and safeguarding recorded conversations.

61.2 Operations

61.2.1 Police Forces provide, or have access to a 24 hour police dispatch service.

61.2.2 The police dispatch service is responsible for liaising constantly with operational personnel to discuss system usage, user training, operational problems with the systems, and where the system may be improved.

61.2.3 A written policy establishes procedures for performing telephone, radio and data communications functions.

61.2.4 The police dispatch personnel have immediate access, at the least, to the following police force's resources:

a. officer in charge;
b. duty roster of all personnel;
c. telephone number of every police service member;
d. telephone numbers of all emergency service agencies; and
e. fan out lists for civil emergencies.

61.2.5 A written policy establishes procedures for procuring necessary services external to the police force.

61.2.6 A written policy establishes procedures for prompt handling and appropriate routing of misdirected emergency calls.

61.2.7 A complaint control number is assigned to each specific call for police service.

61.2.8 A written policy requires the recording of the status of officers when on duty.

61.2.9 A written policy specifies the police force role in monitoring and responding to private security alarms.

61.3 Facilities and Equipment

61.3.1 A written policy specifies security measures for the communications centre, including:

a. limiting access;
b. protecting equipment;
c. providing for back-up resources; and
d. protecting information.

61.3.2 The police communications centre has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source.

61.3.3 Maps detailing the police force's service area are available visually to communications personnel.

part	
7	SUPPORT FORCES
chapter	
61	COMMUNICATIONS

61.3.4 Police officer status indicators are available visually to each communications operator.

61.3.5 A written policy establishes procedures for routine telephone line load and human resource studies. The police telephone system is designed to separate emergency from non-emergency calls.

61.3.6 The Police Force has a 24 hour two-way radio capability providing continuous communications between the communications centre and police officers on duty.

61.3.7 The Police Force has the ability to communicate quickly and effectively with a neighbouring police force, through access to the Integrated Radio Communication System (IRCS).

part	
7	SUPPORT FORCES
chapter	
62	RECORDS

Chapter 62: RECORDS

62.1 Police Forces have written policy concerning records which covers:

a. privacy and security precautions;
b. retention/archival schedule;
c. system to account for the occurrence status; and
d. records access.

62.2 Police Forces have computerized reporting systems for records management approved by the Department of Public Safety.

62.3 Police Forces have written policy for incident reporting.

62.4 Police Forces have written policy with respect to recording information.

part	
7	SUPPORT FORCES
chapter	
63	PROPERTY AND EXHIBIT CONTROL

Chapter 63: PROPERTY AND EXHIBIT CONTROL

63.1 Police Forces comply with the policy on exhibits in the Municipal/Regional Police Forces Operational Manual.

part	
7	SUPPORT FORCES
chapter	
64-70	RESERVED

Chapter 64-70: RESERVED

APPENDIX 1

Table of Amendments depicting the approved and amended Policing Standards

PART 1 - Organization, Management, Administration			
Std./Ch.	ORIGINAL RELEASE OR AMENDMENT DATE:	STATUS:	NOTES:
1.1	97.05.01	Original release	
1.2	"	Original release	
1.3	"	Original release	
1.4	**2004**	**Amended**	
1.5	**2004**	**Amended**	
2.1.1	97.05.01	Original release	
2.1.2	**2004**	**Amended**	
2.1.3	97.05.01	Original release	
2.2.1	"	Original release	
2.2.2	"	Original release	
2.3.1	"	Original release	
2.3.2	**2004**	**Moved** to preamble, page 2	
2.3.3	**2004**	**renumbered**	
2.4.1	97.05.01	Original release	
2.4.2	"	Original release	
3.1.1	**2004**	Redundant - **deleted**	
3.1.2	**2004**	**renumbered**	
3.1.3	**2004**	**renumbered**	
3.2.1	**2004**	**Amended,** 3.2.2.c moved here	
3.2.2	**2004**	**Amended,** 3.2.2.c moved to 3.2.1.b	
3.3.1	**2004**	**Amended,** a expanded & b moved to 3.2.1.c	
3.3.2	97.05.01	Original release	
3.3.3	**2004**	**Amended**	
4.1.1	97.05.01	Original release	
4.1.2	**2004**	**Amended**, 4.1.3 moved here as g.	
4.1.3	**2004**	**Amended**, moved to 4.1.2.g	
4.2.1	97.05.01	Original release	
4.2.2	"	Original release	
4.2.3	"	Original release	
5.1.1	"	Original release	
5.2.1	"	Original release	
5.2.2	"	Original release	
5.2.3	"	Original release	
5.3.1	"	Original release	

PART 1 - Organization, Management, Administration (continued)			
Std./Ch.	ORIGINAL RELEASE OR AMENDMENT DATE:	STATUS:	NOTES:
5.3.2	"	Original release	
5.3.3	"	Original release	
5.4.1	"	Original release	
6.1.1	"	Original release	
6.1.2	"	Original release	
6.2.1	"	Original release	
6.3.1	"	Original release	
6.3.2	"	Original release	
6.3.3	"	Original release	
6.3.4	"	Original release	
6.4.1	"	Original release	
6.4.2	"	Original release	
6.4.3	"	Original release	
6.4.4.	"	Original release	
6.5.1	"	Original release	
6.5.2	"	Original release	
6.5.3	"	Original release	
7.1	**2004**	**Amended**, d removed	
7.2	97.05.01	Original release	
7.3	**2004**	**New** - created from 7.1.d	
8.1	97.05.01	Original release	
8.2	"	Original release	
8.3	"	Original release	

PART 2- Police Role & Responsibilities			
Std./Ch.	**ORIGINAL RELEASE OR AMENDMENT DATE:**	**STATUS:**	**NOTES:**
11.1.1	**2004**	**Amended**	
11.1.2	**2004**	**Deleted**	
11.1.3	**2004**	**Amended** and renumbered	
11.2.1	**2004**	**Amended**	
11.3.1	**2004**	**Amended** - moved from Chapter 37	
12.1	97.05.01	Original release	
12.2	**2004**	**Amended**	
12.3	**2004**	**Amended**	
12.4	**2004**	**Amended**	
12.5	**2004**	**Amended**	
12.6	97.05.01	Original release	
13.1.1	**2004**	**Amended**	
13.1.2	**2004**	**Amended**	
13.1.3	97.05.01	Original release	
13.1.4	"	Original release	

PART 3- Personnel Administration			
Std./Ch.	**ORIGINAL RELEASE OR AMENDMENT DATE:**	**STATUS:**	**NOTES:**
21		Under development	
22.1	**2004**	**New 22.1** - former 22.1 moved to 1.5	
22.2	**2004**	**Amended** and renumbered	
22.3	**2004**	**Amended** and renumbered	
22.4	97.05.07	Original release, renumbered	
22.5	"	Original release, renumbered	
23.1	"	Original release	
23.2	"	Original release	
23.3	"	Original release	
23.4	"	Original release	
23.5	"	Original release	
24.1.1	"	Original release	
24.1.2	"	Original release	
24.1.3	"	Original release	
24.2.1	**2004**	**Amended**	
24.3.1	**2004**	**Amended**	
24.3.2	**2004**	**Moved** to 41.2	
25.1.1	97.05.01	Original release	
25.1.2	"	Original release	
25.1.3	"	Original release	
25.1.4	"	Original release	
25.1.5.	"	Original release	
25.1.6	"	Original release	
25.1.7	"	Original release	
25.1.8	"	Original release	
25.2.1	"	Original release	
25.2.2	"	Original release	
25.2.3	**2004**	**Amended**	
26.1.1	97.05.01	Original release	
26.1.2	"	Original release	
26.1.3	"	Original release	

PART 3- Personnel Administration (continued)			
Std./Ch.	ORIGINAL RELEASE OR AMENDMENT DATE:	STATUS:	NOTES:
26.1.4	"	Original release	
26.1.5	"	Original release	
26.1.6	"	Original release	
26.1.7	"	Original release	
26.1.8	"	Original release	
26.1.9	"	Original release	
26.1.10	"	Original release	
26.1.11	"	Original release	
26.1.12	"	Original release	
26.1.13	"	Original release	
26.1.14	"	Original release	
26.1.15	"	Original release	

PART 4- Operations			
Std./Ch.	**ORIGINAL RELEASE OR AMENDMENT DATE:**	**STATUS:**	**NOTES:**
31.1.1	97.05.01	Original release	
31.1.2	"	Original release	
31.1.3	"	Original release	
31.1.4	"	Original release	
31.1.5	**2004**	**Amended**	
31.1.6	97.05.01	Original release	
31.2.1	"	Original release	
31.2.2	"	Original release	
31.2.3	"	Original release	
31.2.4	**2004**	**Amended**	
31.2.5	**2004**	**Deleted**	
31.2.6	**2004**	**Amended** and renumbered	
32.1.1	97.05.01	Original release	
32.1.2	"	Original release	
32.1.3	**2004**	**Amended**	
32.1.4	**2004**	**Amended**	
32.1.5	**2004**	**Deleted**	
32.1.6	**2004**	**Renumbered**	
32.1.7	"	**Renumbered**	
32.1.8	"	**Renumbered**	
32.1.9	"	**Renumbered**	
32.1.10	"	**Deleted** by renumbering	
32.2.1	97.05.01	Original release	
32.2.2	**2004**	**Amended**	
32.2.3	97.05.01	Original release	
32.2.4	"	Original release	
32.2.5	"	Original release	
32.2.6	"	Original release	
32.2.7	"	Original release	
32.2.8	"	Original release	
32.2.9	"	Original release	
32.2.10	"	Original release	
32.2.11	"	Original release	
32.3.1	**2004**	**Amended**	
32.3.2	**2004**	**Amended**	
32.3.3	97.05.01	Original release	
32.3.4	"	Original release	

PART 4- Operations (continued)			
Std./Ch.	ORIGINAL RELEASE OR AMENDMENT DATE:	STATUS:	NOTES:
33.1	"	Original release	
33.2	2004	**Amended**	
33.3	97.05.01	Original release	
33.4	"	Original release	
33.5	"	Original release	
33.6	"	Original release	
33.7	"	Original release	
33.8	2004	**Moved** to 1.4	
34.1.1	97.05.01	Original release	
34.1.2	"	Original release	
34.1.3	"	Original release	
34.1.4	"	Original release	
34.1.5	"	Original release	
34.1.6	"	Original release	
35.1.1	"	Original release	
35.1.2	"	Original release	
35.1.3	"	Original release	
35.1.4	2004	**Formerly** 35.3.3	
35.2.1	97.05.01	Original release	
35.2.2	2004	**Amended**	
35.2.3	97.05.01	Original release	
35.2.4	"	Original release	
35.2.5	"	Original release	
35.2.6	"	Original release	
35.3.1	"	Original release	
35.3.2	2004	**Moved** to 35.4.1	
35.3.3	2004	**Moved** to 35.1.4	
35.4.1	2004	**Amended,** formerly 35.3.2	
36.1.1	97.05.01	Original release	
36.2.1.	"	Original release	
36.2.2	2004	**Amended**	
36.2.3	97.05.01	Original release	
36.3.1	"	typos corrected	
37.1.1.1	2004	**Deleted** - already in 11.1.3	
37.1.1.2	2004	**Amended**, moved to Chapter 11	
37.1.1.3	2004	**Amended**, moved to Chapter 11	
37.1.1.4	2004	**Amended**, moved to Chapter 11	
37.1.1.5	2004	**Amended**, moved to Chapter 11	
37.2.1	2004	**Renumbered**	

PART 5- Operations Support			
Std./Ch.	**ORIGINAL RELEASE OR AMENDMENT DATE:**	**STATUS:**	**NOTES:**
41.1	97.05.01	Orignal release	
41.2	**2004**	**Amended**, moved to 32.2.2 - **New 41.2 (24.3.2)**	
42.1	97.05.01	Original release	
43.1	**2004**	**Amended**	
43.2	97.05.01	Original release	
43.3	"	Original release	
43.4	**2004**	**added to** 43.1	
44.1	97.05.01	Original release	
44.2	"	Original release	
45.1	"	Original release	
45.2	"	Original release	
45.3	"	Original release	
45.4	"	Original release	

PART 6 Prisoner Court Related Operations			
Std./Ch.	ORIGINAL RELEASE OR AMENDMENT DATE:	STATUS:	NOTES:
51		To be developed	
52.1.1	97.05.01	Original release	
52.1.2	"	Original release	
52.1.3	"	Original release	
52.2.1	"	Original release	
52.3.1	"	Original release	
52.4.1	**2004**	**Amended,** a. deleted	
52.5.1	97.05.01	Original release	
52.6.1	"	Original release	
52.7.1	"	Original release	
52.8.1	**2004**	**Amended**	

PART 7- Support Services			
Std./Ch.	ORIGINAL RELEASE OR AMENDMENT DATE:	STATUS:	NOTES:
53		To be developed	
61.1.1	97.05.01	Original release	
61.1.2	"	Original release	
61.1.3	"	Original release	
61.1.4	"	Original release	
61.1.5	"	Original release	
61.2.1	"	Original release	
61.2.2	**2004**	**Amended**	
61.2.3	97.05.01	Original release	
61.2.4	"	Original release	
61.2.5	"	Original release	
61.2.6	"	Original release	
61.2.7	"	Original release	
61.2.8	"	Original release	
61.2.9	"	Original release	
61.3.1	"	Original release	
61.3.2	"	Original release	
61.3.3	"	Original release	
61.3.4	"	Original release	
61.3.5	"	Original release	
61.3.6	"	Original release	
61.3.7	"	Original release	
62.1	"	Original release	
62.2	"	Original release	
62.3	"	Original release	
62.4	"	Original release	
63.1	"	Original release	